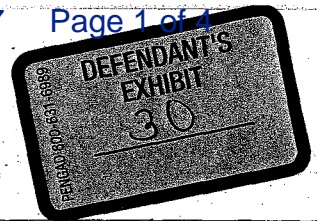




# THE CITY OF DOTHAN

## EMPLOYEE JOB PERFORMANCE EVALUATION FORM



NAME		PERIOD COVERED	
BRACKIN MARY E		04-05-2004	
DUE IN PERSONNEL		TYPE	STATUS CODE
04-05-2004		G	CA
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)
100382	JUDICIAL DEPARTMENT		
JOB TITLE		HIRE DATE	STATUS DATE
00010 MAGISTRATE		05-01-1992	04-22-2001
		PT	05/01

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

### SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING		
TASK 1: COMMENTS N/A	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 2: COMMENTS This is not an assigned job duty for Mary Beth, however, she does issue warrants when she occasionally works the front window. Determine probable cause when police swear to tickets.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 3: COMMENTS N/A	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 4: COMMENTS Mary Beth is not assigned to any of these job duties except she does receive & process motions. She also assists public & outside agencies with info about Municipal Court activities.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 5: COMMENTS Mary Beth performs all items in this task number exceptionally.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 6: COMMENTS Mary Beth's job performance is excellent in regard to the first 2 items. She is not assigned to do the last item.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 7: COMMENTS N/A	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 8: COMMENTS This task is a large part of Mary Beth's assigned duties, which she handles exceptionally well.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 9: COMMENTS Mary Beth does not usually receive & refund cash bonds; however, she is very capable of doing so.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 10: COMMENTS Mary Beth has followed all procedures of doing so since I've been Ct. Administrator; however, she was recently disciplined for a major offense regarding (1) regarding a defendant committed before my tenure.	1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON:	TOTAL RATING SECTION I		

**SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR**

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. QUALITY OF WORK COMMENTS:	<i>Quality of work is always excellent.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
2. INITIATIVE COMMENTS:	<i>Mary Beth does her job; needs little direction; and suggests more efficient ways of performing certain job duties.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
3. COOPERATION COMMENTS:	<i>From my observation, Mary Beth likes her job; she is very cooperative with me &amp; usually cooperative w/ others.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
4. SAFETY CONSCIOUSNESS COMMENTS:	<i>N/A</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
5. QUANTITY OF WORK COMMENTS:	<i>Mary Beth completes her job duties; helps Sarah w/ her prisoner duties; &amp; helps others when asked.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
6. JOB KNOWLEDGE COMMENTS:	<i>Mary Beth is very skilled &amp; knowledgeable in her job duties of most other job duties of Magistrate.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
7. DEPENDABILITY COMMENTS:	<i>Mary is punctual; completes assignments timely &amp; accurately.</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
8. DEALING WITH THE PUBLIC COMMENTS:	<i>Mary Beth deals with the public satisfactorily from my observation. She was determined to have committed a major offense recently with</i>	1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE :	<i>7</i>	RECORD TOTAL RATING FOR SECTION II HERE :		<i>18</i>

**SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR**

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING		TASKS		HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I	<i>17</i>		<i>7</i>		
SECTION II +	<i>18</i>		<i>7</i>		
TOTAL =	<i>35</i>	÷	<i>14</i>	=	<i>2.57</i>
TOTAL SCORE					

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

*(8) cont'd. - regard to dealing with a defendant and what was said to him.*

## PERFORMANCE EVALUATION INFORMATION

<b>AUTHORITY:</b>	(1) CIVIL SERVICE ACT, SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS	
<b>EMPLOYEE STATUS CODES:</b>	CA - REGULAR FULL TIME    CB - PROBATIONARY FULL TIME    CC - PART TIME	
<b>TYPES OF PERFORMANCE EVALUATIONS:</b>	<p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p>	
<b>DEFINITION OF PERFORMANCE LEVELS</b>	UNSATISFACTORY	PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS
	SATISFACTORY	PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS
	EXCEPTIONAL	PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS
<b>DEFINITION OF SECTION II FACTORS</b>	QUALITY OF WORK	EXTENT TO WHICH WORK IS ACCURATE, COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC.
	INITIATIVE	EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES.
	COOPERATION	EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S).
	SAFETY CONSCIOUSNESS	AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS.
	QUANTITY OF WORK	AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER.
	JOB KNOWLEDGE	EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB.
	DEPENDABILITY	RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION.
	DEALING WITH THE PUBLIC	EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES.



## SECTION III (CONTINUED FROM PAGE 2)

EVALUATING SUPERVISOR'S COMMENTS:

EVALUATING SUPERVISOR SIGNATURE

*Nancy C. Martin*

DATE

*5/17/04*

## SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL

REVIEWER'S COMMENTS:

REVIEWER'S SIGNATURE

*Rose Guder*

DATE

*5.17.04*

## SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE

STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

YES ☒ NO ☐

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

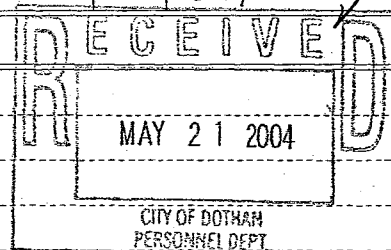
*Rose Guder*

DATE

*5.17.04*

## SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

*el corem*

DATE OF PERFORMANCE INTERVIEW SESSION

*5/20/04*

EMPLOYEE'S SIGNATURE

*Mane B. Brackin*

DATE

*5-20-04*

EVALUATING SUPERVISOR SIGNATURE

*Nancy C. Martin*

DATE

*5/20/04*

## SECTION VII - TO BE COMPLETED BY PERSONNEL

TYPE OF NEXT EVALUATION: DATE		TYPE:	
SCORE	<i>2.57</i>	AVERAGE	
STATUS CODE			
REGULAR STATUS EFFECTIVE DATE		AS400	<i>mm</i>